

MEMORANDUM

Date 9 August 2001

To All State Agency Purchasing Departments

From Stacy Tate, Office of State Procurement

RE Statewide Facsimile Machine Contract

The Statewide Contract for facsimile machines is in place. This contract has several machines with many different available options. Below are some helpful instructions on ordering from this contract through AASIS.

1. The material master numbers are generic by brand name for the machines. When cutting a purchase order ordering agencies must type the model number and configuration into the long text area within AASIS. In addition, ordering agencies must enter pricing from the contract. It will not automatically populate.
2. The material master numbers are generic for options. Ordering agencies must type the option(s) desired within the long text area in AASIS
3. Understand that **Item #1 is drop-ship**. If the machine is in need of repair, agencies must ship the machine to the vendor. The vendor, for on-site maintenance of drop-ship machines, may assess charges. **All other items have on-site maintenance.**
4. If ordering toner, drums, and developer, ordering agencies have to provide the manufacturer's number, to the vendor, in the long text area.

All of the information needed to order a facsimile machine through AASIS is on the last pages of the contract award. Should you have any problems using this contract, please contact tim.smith@dfa.state.ar.us for clarification.